



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

**Wednesday May 2, 2018**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Director Pease.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 18, 2018.
2. Approve Register of District Invoices.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided an update regarding Balfour Road Shoulder Widening and Code Enforcement in Discovery Bay related to citations for RV and Trailers.
2. Sheriff's Office Report – Lieutenant Steve Borbely – Provided the details of the sheriff report regarding arrests, citations, and burglaries. There was discussion regarding a reminder of mail theft and to lock your doors.
3. CHP Report - Officer Thomas provided an update for the month of April.

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

None

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the NPDES Permit Renewal related to the operations of the Wastewater Treatment Plant and Discharge of the Effluent.

Finance Manager Breitstein – Provided the details of the NPDES Permit renewal.

Motion by: Vice-President Mayer to authorize Stantec to prepare the report of waste discharge and other supporting documents and coordinate items with Regional Water Quality Control Board in the amount of \$49,220 and authorize the General Manager to execute all contracts and up to 10% change orders if needed.

Second by: Director Leete

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

**2. Discussion and possible action regarding the Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board Call for Nominations.**

Finance Manager Breitstein – Provided the details regarding the call for nominations for the Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board. There was discussion regarding a nomination. The Board agreed to not nominate a candidate for the County Wide Redevelopment Agency Oversight Board.

**3. Discussion and possible action regarding Water Meter Installation Project / Payment Options.**

President Graves – Provided comments related to the State Mandated Program, the bids received on the project, the cost of the bids, and alternative options for payment.

General Manager Davies – Provided additional details on the Water Meter Installation Project / Payment Options related to the background of the meter installation project, the payment options, the Frequently Asked Questions (FAQs) on our Website, the total cost of the project (\$3,362,109.62). Staff recommends that all meter installation payment checks received thus far be returned and adopt Resolution 2018-04 authorizing the Town to charge newly metered customers \$8.01 a month on the water bill effective July 1, 2018 until the cost of the water meter installation project has been satisfied.

There were 34 Public Comments Regarding the Water Meter Installation Billing

- Transparency, differences in bills, itemized bill, State Mandated timeframe of 2025, observation of the contractor, Bond payoff, flat fee versus a tier program, accountability for the contractors or an audit, field service fee, staff contingency fee/standard fee, licensing for JW Backhoe, shared cost of the meter, before and after pictures, and a leaking water meter.

President Graves – Provided details regarding an oversight with the Water Meter Installation Contractor; the contractor provided the lowest bid and was within budget. The bill for the meter will stay with the property

Legal Counsel Attebery – Provided additional details regarding the bid for the Water Meter Installation Project, the details for the payment options, water rate analysis, Prop 218 notice, water/meter bill runs with the land, ownership of the meter is the District's responsibility (repairs etc.).

There was discussion regarding the Water Meter Installation payments and the water rate analysis.

Motion by: Director Leete to approve Resolution No. 2018-04; return all Water Meter Installation payments and a monthly charge in the amount of \$8.01 be added to the water bill, beginning July, until satisfied.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Leete, Director Steele, NOES: 0, ABSENT: 1 – Director Pease.

**H. MANAGER'S REPORT**

- Water and Wastewater Manager Koehne – Provided details regarding water conservation.
- Recreation Programs Supervisor Kaiser – Provided details regarding the upcoming Activities Guide.

**I. DIRECTORS' REPORTS**

**1. Standing Committee Reports**

Director Steele – Provided the details of the Communications Committee meeting regarding Google Analytics and the Message Board.

**2. Other Reportable Items – None.**

**J. GENERAL MANAGER'S REPORT**

Reminder to the Board; Management Staff will be attending a Team Building Workshop.

**K. CORRESPONDENCE RECEIVED**

None

**L. FUTURE AGENDA ITEMS**

None

**M. ADJOURNMENT**

1. The meeting adjourned at 8:30 p.m. to the next regular meeting of May 16, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-03-18

<http://www.todb.ca.gov/agendas-minutes>